

2010 Sagamore West Farmers Market Information Sheet

Market Sponsors

West Lafayette Parks and Recreation and the Sagamore West Area Business Alliance are the Market Sponsors for the 2010 Sagamore West Farmers Market.

Market Season

The 2010 Market Season is planned to begin on Wednesday, May 5, 2010 at 3:00pm and to continue each Wednesday through October 27, 2010, with an additional market the day before Thanksgiving. Hours are from 3:00pm to 6:30pm. The Market Sponsors reserve the right to alter the schedule if conflicts regarding the use of the Market Site develop.

Market Site

The Market Site is in and adjacent to the northern part of the south parking lot in Cumberland Park, off Salisbury Street in West Lafayette.

Market Contract

All Vendors are required to sign the 2010 Sagamore West Farmers Market Contract and to pay the market participation fee in advance of selling at the Market. The information contained in these documents is Public Record.

Market Participation Fee

The 2010 market participation fee for one space is **\$85.00**. Subject to facility constraints, Vendors may secure additional spaces by paying additional participation fees. No portion of the market participation fee will be refunded after the beginning of the Market Season.

Market Staff

The Market Master is responsible for operation of the Market. The Market Master (or designated representative) will be at the Market Site during every Market day from 1:30pm until 7:00pm. The Market Master is an independent contractor for West Lafayette Parks and Recreation. Please be aware that, except for the Market Master & Manager, all others who help with operation of the Market are volunteers who give graciously of their time and talents to provide this service to the West Lafayette community.

Assignment and Limits of Space

Each Vendor must keep its products and equipment within its assigned space at the Market. **Spaces will be 10' wide by 12' deep. Weights for your tent are required and must be provided by the vendor. Early entry for permanent vendors is 1:15pm. If a vendor is not in line at that time, they must wait until 2:00pm to enter.** Each Vendor must occupy its reserved space by 2:45pm on each Market day or give up rights to the space for that day. The Market Master may then "fill-in" that space if so inclined. No "day of" or "one-time" contracts or spaces will be permitted. All Vendors must have an executed 2010 Sagamore West Farmers Market Contract, which includes payment of the market participation fee, on file with West Lafayette Parks and Recreation before being allowed to sell at the Market. No portion of the market participation fee will be refunded after the beginning of the Market Season.

Vendor Point System

A Vendor point system will be used to assign spaces at the Market. The point system rewards Vendors who participate in the Market the longest and most consistently. The system is based on the number of seasons of participation and the number of days of attendance. Vendor spaces are assigned by the Market Master prior to the season, as of a specific date to be determined by the Market Master, based on the following criteria in the order specified: (1) the total number of points for the Vendor as of the end of the prior season; (2) the date on which West Lafayette Parks and Recreation receives the Market contract and participation fee; and (3) the number of spaces for which the Vendor has contracted.

Pets Prohibited

No pets shall be permitted at the Market.

Indiana Sales Tax

Plants, crafts, and other non-food items sold in Indiana are subject to sales tax. Vendors should apply for a Registered Retail Merchants Certificate through your regional Indiana Department of Revenue office, 100 Executive Drive, Lafayette, Indiana, (765) 448-6626.

Sale of Cocoa, Coffee, Teas, & Lemonade

Vendors considering the sale of homemade or freshly-brewed cocoa, coffee, cider, tea, or lemonade may do so, but items must be prepared according to health department regulations and have proper labeling, including, but not limited to, name of product, name and address of producer, location of preparation, contents, ingredients, net weight, and price. The vendor must provide documentation to Market Sponsors of all necessary permits, licenses, and approvals. The vendor may be required to submit the recipe for a processed food/drink item to the Committee for verification that it meets these guidelines.

Note: The Sagamore West Farmers Market Information booth is the only booth allowed to sell bottled or canned drinks. The monies received for these sales are used entirely to support the market.

Sale of Wine/Wine Tasting

Vendors considering the sale of wine, with wine tasting, must meet certain requirements and apply for festival days through the:

Indiana Alcohol and Tobacco Commission

302 W. Washington Street
Indiana Government Center South, Room E-114
Indianapolis, IN 46204
Phone: (317) 232-2430
Fax: (317) 234-1520
Email: comments@atc.in.gov

A Certificate of Liability Insurance must be provided by the vendor.

Sale of Plant Material

Vendors selling woody ornamental plants should contact the Indiana Department of Natural Resources, Entomology Division, 402 W. Washington St., Room 290W, Indianapolis, Indiana 46204, phone (317) 232-4120, to determine licensing and inspection needs. The purpose of inspecting plants is to prevent the spread of disease and pests. The transfer of disease can result in the imposition of quarantines on entire regions.

Organic Certification

If you have questions regarding organic certification, please contact the United States Department of Agriculture Service Center, 1812 Troxel Court, Lafayette, Indiana, phone (765) 474-9992. Federal law requires that any grower with sales over \$5,000 calling their product “organic” must be certified organic by an USDA-accredited agency. It also requires “organic” growers with less than \$5,000 in sales to comply with the USDA rules.

Vendor Etiquette and Tips

Identify your space

The Sagamore West Area Business Alliance suggests that you display your name each week. This will make it easier for customer to get to know you and want to return to do business with you.

Issue receipts

If a customer asks for a receipt, please honor that request. Sometimes receipts are needed for tax purposes.

Excess produce

Food Finders Food Bank plans to be available at the Market in the event that Vendors have extra produce in edible condition that they would like to donate.

Space clean-up, removing compost, and dumping water

Please be sure to clean-up your area prior to leaving the Market. Any produce that is too damaged to donate to the Food Bank must be removed by the Vendor from Parks property and properly disposed of by the Vendor. Do NOT place compost in the trashcans. Please be considerate of all Market participants and dump excess water around plants in landscaped areas away from the Market area.

Electricity

No electricity shall be provided.

Important Addresses and Telephone Numbers:

West Lafayette Parks and Recreation
609 W. Navajo
West Lafayette, IN 47906
(765) 775-5110

Tippecanoe County Health Department
20 N. 3rd St.
Lafayette, IN 47901
(765) 423-9221

Important Addresses and Telephone Numbers (cont.):

Tippecanoe County Department of Weights and Measures
629 N. 6th St.
Lafayette, IN 47901
(765) 423-9794

Poultry Science Building
Purdue University
West Lafayette, IN 47907
(765) 494-8510

Tippecanoe County Extension Office
3150 Sagamore Pkwy S
Lafayette, IN 47905
(765) 474-0793

Indiana State Department of Health
Farmers' Market Nutrition Program
2 N. Meridian St.
Indianapolis, IN 46204
(317) 233-5576

Indiana Alcohol and Tobacco Commission

302 W. Washington Street
Indiana Government Center South, Room E-114
Indianapolis, IN 46204
Phone: (317) 232-2430
Fax: (317) 234-1520
Email: comments@atc.in.gov